

business and industrial coordinating council



46 BRANFORD PLACE • NEWARK, NEW JERSEY 07102 • AREA CODE 201 622-0272

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SUB-COMMITTEE CHAIRMEN

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Robert F. Klegge
John F. Maguire
Albert E. Meyers
Joseph E. Partenheimer

David B. Ruff, Executive Director

June 4, 1969

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: David B. Ruff, Executive Director

RE: BICC BY-LAWS

At the recent Executive Committee meeting (May 26, 1969),
it was requested all members of the Board receive a copy
of the By-Laws (See attached).

We would welcome any observations and/or comments which
you may have.

JUN 5 1969

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BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Business and Industrial Coordinating Council (hereinafter referred to as the "BICC").

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

Section 1. - To provide an open forum where a means of communication will be available at all times between business, industry, labor, civil rights organizations, health and welfare agencies, government and others to discuss problems of mutual interest.

Section 2. - To place unemployed Negroes and Puerto Ricans in jobs based on their skill and ability.

Section 3. - To upgrade the placement of Negroes and Puerto Ricans working at jobs below their skill level.

Section 4. - To explore the present facilities for education, training and retraining and to suggest additional programs, if indicated.

Section 5. - To work with civil rights problems which may involve areas other than employment.

ARTICLE III - MEMBERSHIP

Section 1. - The membership of the BICC shall consist of individuals who are representatives of organizations and companies which desire to participate in the program of the BICC.

Section 2. - The selection of representatives to the BICC shall be made by each company or organization. Each may have a delegate and an alternate. Companies and organizations are encouraged to send observers in addition to their delegates and alternates.

Section 2A. - All representatives (delegates and alternates) to the BICC must be approved by the Co-Chairmen and Executive Committee.

ARTICLE III - MEMBERSHIP (continued)

Section 3. - Meetings of the BICC: The BICC shall meet at least once a month.

Section 4. - Quorum: A quorum at a meeting of the BICC shall consist of fifteen delegates and/or alternates.

Section 5. - Notice of Meetings: At least ten days' notice of regular meetings shall be given by the Secretary to all delegates and alternates. Special meetings may be called by the Co-Chairmen with twenty-four hours' notice. No election or amending of rules or by-laws shall be conducted at a special meeting.

Section 6. - Role of the BICC:

a. The BICC, through the Co-Chairmen, shall have the authority to appoint such committees from time to time as may be necessary.

b. The BICC shall serve as a medium for the exchange of information and knowledge, but it shall not transact business that would imply a commitment on the part of any member company or organization without its prior approval.

ARTICLE IV - OFFICERS:

Section 1. - The Officers of the BICC shall be:

- a. Two Co-Chairmen
- b. Secretary
- c. Treasurer

Section 2. - Term of Office of Elected Officers

a. The Officers shall be elected in January of each year and shall serve until the following January or until new officers are elected.

Section 3. - Election of Officers: Each Co-Chairman shall appoint a Nominating Committee of three members, making two Nominating Committees. One Nominating Committee is to present to the BICC its recommendation for one of the Co-Chairmen, representing business and industrial organizations; the other Nominating Committee is to present to the BICC its recommendation for the Co-Chairman representing Civil Rights Groups.

ARTICLE IV - OFFICERS (continued)

a. The Co-Chairmen shall each be elected by a majority of the representatives present at the specified January meeting voting in favor of the nominees presented by the Nominating Committees. If the representatives fail to elect either nominee at the aforesaid specified January meeting then the present Co-Chairmen will have the responsibility of designating the individual who will serve as Co-Chairman in the place of the nominee turned down by the representatives.

b. The Secretary and the Treasurer shall be appointed by the Co-Chairmen.

Section 4. - In the event of the death, resignation, inability to serve, or disability of a Co-Chairman of the BIOC, the vacancy shall be filled by the regular nominating procedures and election with the Nominating Committee consisting of the same members who served in connection with the most recent election.

Section 5. - Vacancies occurring in the Co-Chairmanship mentioned in this Article may be filled at any regular meeting of the BIOC, provided the representatives are notified thereof at least five days in advance of the meeting.

ARTICLE V - COMMITTEES:

Section 1. - There shall be the following standing committees:

A. EXECUTIVE COMMITTEE

The Executive Committee will be composed of the BIOC Co-Chairmen, and the individual committee co-chairmen, the Secretary and Treasurer of the BIOC, all former BIOC Co-Chairmen, the Coordinator of the BIOC, and the representative of the Greater Newark Chamber of Commerce. Others who might also be part of the Executive Committee will be those persons serving as co-chairmen of other committees and projects of direct importance to the BIOC as determined by the Executive Committee.

The Executive Committee shall review all committee reports prior to the full membership meeting, and serve as a committee on all other matters that come before the BIOC.

ARTICLE V - COMMITTEES (continued)

The Executive Committee will function as the policy making group for the BICC and shall vote on such issues that come before the Council. The vote and action recommended by the Executive Committee shall be presented to the BICC membership.

In addition to the responsibility of approving representatives to the BICC, the Executive Committee shall perform other functions that may be assigned from time to time by the Co-Chairmen of the BICC.

B. MEMBERSHIP AND CONSULTATION COMMITTEE

This committee will be responsible for the continued growth of the BICC membership. It will encourage full participation by both business and other community groups, by means of consultation and investigation and shall report its findings to the Executive Committee for further action. Special consultation services to members as well as non-members of the BICC will be provided by the BICC through a temporary committee or team of advisors, on appointment of the two BICC Co-Chairmen.

This committee shall offer advice to business and industry members as well as to civil rights organizations to better effectuate equal opportunity employment.

Among the consultation services will be the encouragement of business and industry to become involved in community programs, work-study projects, upgrading techniques, etc.

C. EMPLOYMENT COMMITTEE

The Jobs Available and People Available Committees as they formerly existed will be consolidated under the heading of Employment Committee. Since the need to match job skill with experience and training is vital for job placement, a closer coordination between sources of jobs and sources of personnel is necessary.

It is the responsibility of this committee to work with all civil rights and neighborhood groups including the Urban League of Essex County and the State Employment Service to determine from what sources each of these groups can obtain qualified people for job openings and to work with business and industry to develop these job openings for qualified Negroes, Puerto Ricans and other minority groups.

ARTICLE V - COMMITTEES (continued)

D. EDUCATION AND TRAINING COMMITTEE

One major concern of the BIOC has been the education, training and environment of youth in preparing them for jobs, and/or higher education. In addition to the training programs, this committee will also concern itself with the broad areas of education. The training areas include: work-training programs of the Board of Education, Neighborhood Youth Corps (training projects) Essex County Vocational School programs to be scheduled that will have a bearing on the employment of those being trained.

This committee will make its expertise available to these groups in order that a closer relationship will be created between training and employment opportunity. The committee will also recommend to the membership of the BIOC, appropriate action where lack of training facilities or quality of training is not in keeping with the aims of the organization.

It is the responsibility of this committee to determine which areas of competence are lacking in job applicants and to help develop ways and means with community resources to develop programs which will give education and training in such areas.

E. COMMUNITY AFFAIRS COMMITTEE

The BIOC has been very much aware and has on occasion expressed itself regarding community affairs relating to those issues of employment. Although the organization cannot be fully involved in each and every aspect of community organization life, it should be more concerned about those issues that do have a direct bearing on the purpose of the BIOC.

Although it may not be the job or function of the BIOC as a group to be involved in these community questions, the individual members and the groups they represent should be kept informed about sensitive situations that exist within the community.

This committee will be charged with the responsibility to serve as a "look out" for the entire membership and to report to the membership what it feels should be the concern of the BIOC.

ARTICLE V - COMMITTEES (continued)

F. PUBLIC RELATIONS COMMITTEE

This committee shall assist the Membership Committee in their work by supplying them with appropriate materials and aids. All forms of mass media including the Speakers Bureau, should be used and appropriate meetings, seminars and conferences should be planned that will bring the aims and purposes of the BIOC to the industrial community of Greater Newark. To encourage this activity the public relations committee shall also utilize the services of the appropriate sub-committees.

This committee shall serve as liaison with agencies in the area that can tie-in the work of the BIOC to other agencies and help to serve the BIOC membership in gaining proper credit for the work being done by the organization.

G. FINANCE COMMITTEE

This committee shall have charge of finances. The Treasurer shall be a member of this committee and he will receive and disburse the funds of the organization.

This committee should continue to explore potential sources of funds for BIOC activities. The BIOC should maintain an amount of money in its treasury in order to activate some elements of the program without having to go to any one person or group for such support. This committee should consider and make recommendations with respect to dues.

H. TESTING COMMITTEE

The Testing Committee will concern itself with the use of personnel tests. It will endeavor to explore the value of these tests and provide information regarding the use of testing procedures to the BIOC membership. The committee will determine through survey and literature the value of tests. It will also study specific tests and refer members of the BIOC to testing services and make reports dealing with testing programs.

It is the responsibility of this committee to keep the BIOC membership and, where relevant, non-members informed regarding commercial, standardized tests especially where they effect minority job applicants.

ARTICLE V - COMMITTEES (continued)

Section 2. - Committee chairmen may propose and suggest membership for their own or temporary committees subject to the approval of the Co-Chairmen.

Section 3. - The Co-Chairmen may jointly create temporary committees as needed with the approval of the Executive Committee.

ARTICLE VI - METHODS OF OPERATION

Section 1. - AGENDA - The agenda shall consist of the reports of the various committees, including ad hoc committees appointed from time to time as necessary. The Co-Chairmen shall have the authority to determine what shall be on the agenda. The Co-Chairmen may assign programs and matters of new business to the various committees for review and recommendation at the Co-Chairmen's discretion.

Section 2. - CONSULTATION ROLE - When the BICC is to serve as a consultant in any matter with representatives of civil rights groups and business organizations, at least 30 days shall elapse between the time such consultation is requested and the time the Council will be required to report its findings and recommendations. In requesting the Council to assist as a consultant, all parties are expected to demonstrate good faith by awaiting the Membership/Consultation Committee's report before further action is considered.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended at any time by a two-thirds majority of all qualified members of the BICC present and voting at any meeting, provided the proposal for the proposed change in the By-Laws has been mailed to each member of the BICC at least ten days prior to such meeting of the Council.

Revised - January, 1966
Printed - March, 1966
Reprinted - June, 1969